

LUCAS COUNTY, OHIO BOARD OF COMMISSIONERS	NUMBER: 24	PAGE: 1 OF 1
TITLE: COMMISSIONERS= PAYMENT SCHEDULE APPROVAL POLICY	PERSONNEL ADMINISTRATIVE X	RESOLUTION NO: 99-1050
EFFECTIVE DATE: July 8, 1999	TYPE: POLICY X PROCEDURE	SUPERSEDES: POLICY # PROCEDURE #

I. PURPOSE

To provide a more streamlined and expeditious payment process by the Board of County Commissioners designating the authority to approve the Commissioners= payment schedule to the County Administrator pursuant to ORC §305.30 (H).

II. SCOPE

This policy applies to all payments requiring approval through the Board of County Commissioners.

III. POLICY

The Board of County Commissioners designates the authority to review and approve the Commissioners payment schedule to the County Administrator pursuant to ORC §305.30 (H). All county departments/agencies must certify receipt of the goods and/or services prior to the approval by the County Administrator.

IV. PROCEDURE

Accounts Payable will prepare the payment schedules and present same to the County Administrator for his/her approval at a minimum once per week. Once approved by the County Administrator, the schedules shall be returned to accounts payable for processing and a copy of the schedules shall be forwarded to the Board of County Commissioners for their review.

APPROVED BY:	DATE:
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